

**CLASS TITLE: EMERGENCY MANAGEMENT SURVIVALBE
 CRISIS MANAGEMENT SPECIALIST**

Class Code: 02775600

Pay Grade: 25A

EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To serve as a specialist in the various programs functioning within the state Emergency Management Agency (EMA); to help ensure continuity of government during emergencies; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of the Deputy Director, Emergency Management Agency, who provides general instruction and reviews work performance for effectiveness. Works in close support of the state Emergency Planners.

SUPERVISION EXERCISED: Exercises working supervision over those assigned to produce Survivable Crisis Management (SCM); plans, reviews and provides comments on Continuity of government (COG) submissions from local governments for accuracy and completeness; provides expertise in risk analysis of the State's Emergency Management Systems to identified hazards.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To provide assistance and advice with respect to all RIEMA programs, as directed.

To work in concert with State Emergency Management population protection planners.

To lead in the completion of the Rhode Island Survivable Crisis Management (SCM) plans and proposals, manage its implementation, operate and monitors SCM programs.

To coordinate the preparation and submission of all necessary licenses to the Federal Communications Commission (FCC) on behalf of the agency and keep current, through the renewal process, all existing licenses.

To provide coordination with Rhode Island Emergency Broadcast System (EBS) station engineers to develop improved operational readiness and survivability.

To perform on-site inspections of State and Local Emergency Operating Centers, EBS Broadcast Station Protection Program (BSPP) facilities and other emergency management facilities and systems and filing written reports with findings; and recommendations for improvement.

To provide engineering assistance to any state or local EOC construction programs including and electromagnetic pulse (EMP) protection; making technical evaluations and recommendations on planning reports, project applications, design submissions and contractual actions.

To maintain close relationship with appropriate Federal Emergency Management Agency (FEMA) program managers, state and local officials, and architects and engineers associated with the projects.

To provide technical assistance to those charged with developing state and local Emergency Operations Plans (EOP).

To provide operation engineering assistance to state and local governments under emergency and disaster conditions.

To provide expertise in damage assessment, conducts workshops and briefing on nuclear incidents and natural disaster damage effects. Participate in state readiness exercises.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of Civil and Telecommunications principles and practices; a thorough knowledge of the methodology of Emergency Management, with an understanding of nuclear incidents effects; a working knowledge in the operation of a computer in order to write clear and concise technical reports; the ability to plan, organize, supervise and coordinate engineering work of

substantial difficulty and importance; the capacity to apply principles to the solution of difficult engineering tasks as described herein; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing; and

Experience: Such as may have been gained through: considerable planning work in addressing the development, evaluation and maintenance of multi hazard EOP's for state and local government.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: April 27, 1997

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